

## Phoenix Program Process Definition – Accounts Receivable

|                |                                  |
|----------------|----------------------------------|
| Process        | <b><i>Journal Generation</i></b> |
| Process Number | <b><i>AR – 010</i></b>           |

### ***Description of Process***

All accounting entries for transactions that are created in PeopleSoft Receivables are edited for errors and budget checked during the receivable update process. Transactions that do not pass edits or budget checking get rejected and will be reported on the nightly budget checking error report. All valid transactions in the AR sub-module will be included in the daily activity report containing the accounting entries.

### ***Input to Process***

All accounting entries that get created in the AR sub-module will go through the *Journal Generator* Process. Three tables must be established to determine how the entries will be handled: *Journal Source*, *Accounting Entry Definition*, and *Journal Generator Template*.

Processing parameters should also be established on the *Journal Generator* run control panel in order to initiate this process.

### ***Output of Process***

Separate journals are created each time the *Journal Generator* is executed for each date and type of journal template specified (i.e. Billing, Payments, and Maintenance). A separate journal 'mask' identifier can be used for each template (i.e. ARBI – billings, ARPY – payments, ARMT – maintenance. The date of the journal is defined on the *Journal Generator Template*. End Date of the 'From' period will be used to determine the fiscal period for the journal. Journals will not be created if the transaction has not yet passed through the receivable update or has accounting dates specified which are not within the range specified on the *Journal generation* run control.

### ***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

### ***PeopleSoft Panel Groups being Used***

| Function              | Panel Group  |
|-----------------------|--|
| Define Business Rules | Define General Options<br>Use A – D<br>Accounting Entry Definition |
| Define Business Rules | Define General Options   |

## Phoenix Program Process Definition – Accounts Receivable

|                       |   |
|-----------------------|---|
|                       | Use E – P<br>Journal Generator Template               |
| Define Business Rules | Define General Options<br>Use E – P<br>Journal Source |

### ***Business Process Description***

| Process Description  | Responsibility<br>(Agency/Centralized) |
|--|--|
| <b><u>Step 1 Setting up Accounting Entry Definition</u></b><br><p>Two types of accounting entry definitions are needed to create accounting entries in AR. ARDEFN is primarily used for receivable entries and ARDIRJRNL is used for non-AR cash/revenue entries only. Both templates have a similar setup. Accounting entry records, fields, System source and Chartfield mapping must be filled-in as they are all required fields.</p>  | Agency                                 |
| <b><u>Step 2 Setting up Journal Generator Template</u></b><br><p>Four different types of <i>Journal Generator Template</i> are needed to identify origins of journals in general ledger. These are AR_BILLING, AR_DIRJRNL, AR_MAINT and AR_PAYMENT. All these templates are effective dated and require different <i>Journal ID Masks</i>.</p>   | Agency                                 |
| <b><u>Step 3 Setting up the Journal Source</u></b><br><p>AR needs only one <i>Journal Source</i> - 'AR'. It is an effective dated value. The required part of this panel group is to choose different journal and currency options such as <i>Journal Balance Option</i>, <i>Journal Edit Error option</i>, <i>Control Total Option</i>, <i>Currency Balancing Option</i>, <i>Base Currency Adjust Option</i>, <i>Foreign Currencies per Journal Option</i> and <i>Journal Entry Approval Options</i>.</p> | Agency                                 |

### ***Forms Used with Process (#)***

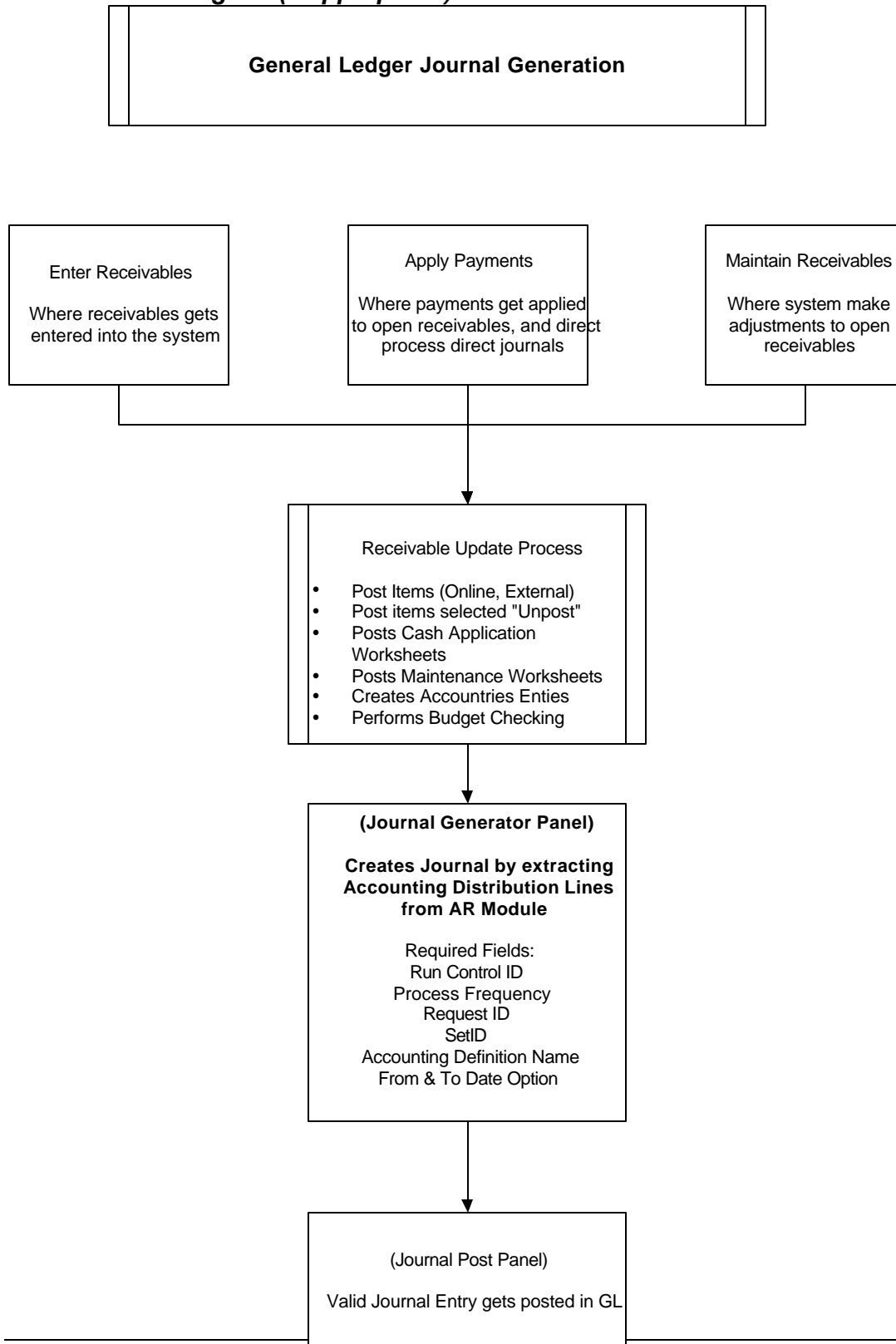
N/A

**Phoenix Program**  
**Process Definition – Accounts Receivable**

# Phoenix Program

## Process Definition – Accounts Receivable

### Process Flow Diagram (if appropriate):



**Phoenix Program**  
**Process Definition – Accounts Receivable**

Process Signoff

Tested By  
Date Tested